|  |  |  |
| --- | --- | --- |
| **REFUND PORTION** | **FOUNDATION DROP PERIOD** | **DEGREE & DIPLOMA DROP PERIOD** |
| Full refund | 0-3 days after commencement of the semester | 0-7 days after commencement of the semester |
| 2/3 refund | 4-5 days after commencement of the semester | 8-14 days after commencement of the semester |
| No refund | After 5 days | After 14 days |

INTERNATIONAL STUDENT DEFERMENT OF STUDIES FORM

|  |  |  |
| --- | --- | --- |
| *APPLICANT DETAILS* | | |
| Name |  | |
| Student ID |  | |
| Programme |  | |
| Passport No. |  | |
| Passport Expiry Date |  | |
| Student Pass Expiry Date |  | |
| Deferring for Semester |  | |
| Address |  | |
| Email Address |  | |
| Handphone No. |  | |
| *REASONS OF DEFERING* | | |
| ***I decide to defer my studies because of the following reason/s. I also understand that my application for deferment of study will not be processed until I have settled all outstanding fees with the university. I must attend all classes until my deferment is approved.***    Date | | |
| *IMPORTANT NOTES ON REFUND POLICY* | | |
| Kindly note that that the refund of tuition fees for a normal semester will based on the following table :  \*Kindly refer UNITEN Website > Current Student >Academic Calendar & Important Dates for details | | |
| *REVIEW FROM INTERNATIONAL OFFICE (Kindly tick) Remarks* | | |
| * *Student Pass expiry date* * *Passport validity* * *Passport validity less than 1 year* * *Student Pass validity less 6 months* * *Student Pass has expired* * *Currently student is overstaying* * *Currently, IO extending student pass* * *Student pass can renewed 3 month within return of student* * *Currently, IO doing Special Pass for student* * *Currently student renewing/ extending validity of passport* | | *Additional Comments and Recommendation :*          *Recommended N o t R ecommended*        Signature and Chop Date |

|  |  |  |  |
| --- | --- | --- | --- |
|  | *REGISTRAR’S OFFICE USE* | | |
| Effective Date | |  | |
| Student Status | |  | |
| Debts | | Yes : RM No | |
| Refund of Tuition Fee | | Full Refund : RM 2/3 Refund  No Refund | |
| Balance of Semesters | |  | |
| Checked by :  *……………………………………...* Administration Assistant (Enrollment) Registrar Office    Date:…………………………………. | | | |
| Recommended/ Not Recommended by:      *……………………………………...* Assistant Registrar (Enrollment) Registrar Office    Date:…………………………………. | | | Approved /Disapproved by:      *……………………………………...* Deputy Registrar (Enrollment) Registrar Office    Date |
| *Letter of deferment issued on* | |  | |

DISCLAIMER:   
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*Updated on 1 October 2019.*